

Technical Exhibit 8: Workload

General Information

Workload indicators are projected without growth year to year unless otherwise indicated. All figures are annual unless otherwise indicated. Seasonal fluctuations are indicated with an “S” where appropriate.

RFP Ref	TASK	WORKLOAD INDICATOR	SEASON-ALITY	CURRENT ANNUAL	BASE YEAR	1 ST OPTION YEAR	REMAINING YEARS
5.1	Obligate Program and S&E Funds						
5.1.1	Commitments Analysis						
	Perform commitments analysis	Daily		251	251	251	753
5.1.2	Obligation Processing						
	Process obligations, /mods, contracts, purchase orders, training requests and printing orders	# of documents scanned and logged	S	7,800	8,000	9,000	27,000
	Establish Sub-accounts	# of sub-accounts established	S	2,000	2,100	2,200	6,600
	Process obligations in HHS-PMS	# of obligations processed	S	110	120	130	390
5.1.3	Cost Report Processing						
	Process SF-269 'Financial Status Reports' and post adjustments	# of reports scanned and logged	S	2,654	2,700	2,800	8,400
	Generate and review the Delinquent Cost Report	Monthly		12	12	12	36
	Generate and Review the ZERO-Cost Report	Monthly		12	12	12	36
	Perform monthly Cost Report Analysis	Monthly		12	12	12	36
5.1.4	Close-Out Processing						
	Process close-out packages in DOLAR\$	# documents scanned and logged		1,000	1,050	1,100	3,300
	Process close-outs in PMS	# of PMS close-outs		1,700	1,800	1,900	5,700
	Perform close-out Analysis	weekly		52	52	52	156

RFP Ref	TASK	WORKLOAD INDICATOR	SEASON-ALITY	CURRENT ANNUAL	BASE YEAR	1 ST OPTION YEAR	REMAINING YEARS
5.1.5	Resolve Suspended Transactions						
	Review the L602 DOLAR\$ suspense report	daily		251	251	251	753
	Review the PMS Exception report	daily		251	251	251	753
5.1.6	Status of Funds						
	Prepare Status of Funds Report	weekly		52	52	52	156
5.1.7	Vetting Request/Pre-Award Clearance						
	Perform research to support Vetting Requests/Pre-Award Clearances	# of research actions		1,200	1,300	1,400	4,200
5.1.8	E-Procurement						
	Review the E-Procurement Report 003 and the PRISM obligation report	daily		251	251	251	753
	Track and report processing times	Monthly		12	12	12	36
5.1.9	Obligations Analysis						
	Perform Obligations Analysis	Monthly		12	12	12	36
5.2	Accounts Payable						
5.2.1	Invoice Processing						
	Maintain the invoice log	# invoices logged and scanned		7,000	7,400	7,700	69,300
	Process vendor invoices in DOLAR\$	# of invoices processed		7,000	7,400	7,700	69,300
	Maintain the DOLAR\$ Vendor file	# vendor files in DOLAR\$		2,300	2,400	2,500	7,500
	Request payment tracing from OCFO	# of traces requested		60	65	70	210

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	Perform Open Invoice Analysis and Prepare the Open Invoice Analysis Report	weekly		52	52	52	156
	Perform Prompt Pay Analysis	monthly		12	12	12	36
5.2.2	Direct Deposit Sign-Up Form						
	Process Direct Deposit Sign-Up forms	# SF-1199's processed		280	300	320	960
5.2.3	Process ACH Forms						
	Process ACH (EFT) forms as required and submit to OCFO	# ACH forms processed		72	80	100	300
5.2.4	Audit Confirmations						
	Process Audit confirmations	# confirmations	S	60	65	70	210
5.2.5	Small Purchase Charge Card						
	Reclassify small purchase card activity	monthly		12	12	12	36
	Enter Regional Office purchase card transactions into DOLAR\$	monthly		12	12	12	36
	Support OIG Fraud investigation	# of requests for investigative support		40	40	40	120
	Prepare briefing chart of charges sorted by purchase cardholder	monthly		12	12	12	36
5.3	Job Corps Program Support						
5.3.1	Job Corps Obligations Processing						
	Process Job Corps Obligations	# obligations	S	1,500	4,000	4,500	13,500
	Maintain documentation files for audit	# of documents filed	S	1,600	2,200	2,500	7,500
5.3.2	Job Corps Invoice Processing						
	Process Job Corps invoices	# of Job Corps invoices processed		1,500	2,200	2,400	7,200

RFP Ref	TASK	WORKLOAD INDICATOR	SEASON-ALITY	CURRENT ANNUAL	BASE YEAR	1 ST OPTION YEAR	REMAINING YEARS
	Research/resolve insufficient fund invoices	# of insufficient funds invoices processed		260	400	500	1500
	Request payment tracing from OCFO as necessary	# of requests		12	60	70	210
5.3.3	Job Corps Closeout Processing						
	Process Job Corps close-out packages in DOLAR\$			41	45	50	150
5.3.4	Maintain Job Corps Center Operating Contract and Lease Accounting						
	Obligate and perform funding analyses of Job Corps leases	# of lease		39	40	40	120
	Record Job Corps Center contract obligations	# of Job Corps Accounts		426	450	475	1,425
	Record Job Corps Center contract costs			549	875	900	2,700
	Obligate Job Corps student pay	quarterly		4	4	4	12
	Perform HHS-PMS to DOLAR\$ reconciliation for Job Corps transactions	monthly		12	12	12	36
	compute accrual for student pay liabilities, unvouchered reimbursable and accounts payable expenses and bonuses earned by job corps center contractors	quarterly		4	4	4	12
5.4	Debt Management						
5.4.1	Process Cash Receipts						
	Maintain the Cash receipts log	# of checks received		490	500	550	1,650
	Prepare check transmittal form	# of check transmittal forms		110	120	150	450
	Post Deposits into DOLAR\$	# of transactions		415	420	450	1,350

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5.4.2	Process Disallowed Costs						
	Establish debts in A/R subsystem	# of debts established		18	23	28	84
	Maintain debtor tickler file database	# of debtors		90	100	110	330
	Prepare demand (dunning letters)	# of dunning letters prepared		5	10	10	30
5.4.3	Prepare Debt Reports						
	Prepare SF-220.9 Treasury Report of Receivables	Quarterly		4	4	4	12
	Prepare "Reconciliation of A/R Spreadsheets to DOLARS\$"	Quarterly		4	4	4	12
	Prepare "Delinquent Debt owed to DOL"	Semiannual		2	2	2	6
	Prepare "Delinquent Debt Data for OIG"	Semiannual		2	2	2	6
	Prepare "Open Monetary Finding Report"	Quarterly		4	4	4	12
	Prepare "Allowance for Doubtful Accounts"	Quarterly		4	4	4	12
5.5	Capitalized Asset Accounting						
5.5.1	Maintain the CATARS Subsystem						
	Review the CATARS Holding File and remove inappropriate items	Monthly		12	12	12	36
	Update CATARS based on property status change notifications received from the Job Corps Real Estate Management contractor to ensure real property assets are correctly recorded	Monthly		12	12	12	36
	Reconcile DOL CATARS to DOLARS\$ Monthly	monthly		12	12	12	36

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	Review CIP, follow-up with Job Corps, DBFS, obtain documentation for completed contracts	monthly		12	12	12	36
	Move assets from CIP to the correct asset account when appropriate based on Certificates of Completion	# of Certificates received		36	40	45	135
	Ensure that disposed items have DL-55C forms on file	monthly		12	12	12	36
5.5.2	CATARS Asset Record Sampling						
	Perform quarterly random sampling of capitalized assets to verify capitalized asset depreciation	quarterly		4	4	4	12
5.5.3	Inventory Reconciliation						
	Prepare and mail physical inventory packages	# of packages		140	140	140	420
	Reconcile annual real property inventory	Annual		1	1	1	3
	Reconcile annual personal property inventory	Annual		1	1	1	3
5.6	IPAC - Processing						
	Log and record IPAC charges	# charges	S	457	475	500	1,500
	Process incoming IPAC charges received in DOLAR\$	# transactions	S	287	300	315	945
	Process outgoing IPAC charges in GOALS II (IPAC) system	# transactions	S	170	175	185	555
5.7	Reconciliation						
	Perform monthly reconciliation DOLAR\$ to HHS-PMS	Monthly		12	12	12	36

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	Perform monthly reconciliation DOLAR\$ to Dept of Treasury, SF-224	monthly		12	12	12	36
	Perform monthly reconciliation EIMS to DOLAR\$	monthly		12	12	12	36
5.8	Provide Regional Office Support						
5.8.1	ETA Regional Accounting and Ad-Hoc Inquiry Support						
	Provide Simple Accounting and Ad-Hoc Support to Regional Offices requiring less than 1 hour	# of simple events < 1 hour		75	30	30	90
	Provide Standard Accounting and Ad-Hoc Support to Regional Offices requiring up to 4 hours	# of standard events up to 4 hours		40	25	30	90
	Provide Complex Accounting and Ad-Hoc Support to Regional Offices requiring over 4 hours	# of complex events > 4 hours		1	1	1	3
5.8.2	ETA Regional Coordination and Direction						
	Provide Simple Regional Coordination and Direction. Simple coordination requires less than 1 hour to complete.	# of simple coordination and direction events < 1 hour		40	30	30	90
	Provide Standard Regional Coordination and Direction.	# of standard coordination and direction events up to 4 hours		15	10	15	45
	Provide Complex Regional Coordination and Direction	# of complex coordination and direction events > 4 hours		1	1	1	3
5.9	Grant Cost Accrual Analysis						
	Perform Grant accrual entry in DOLARS	quarterly		4	4	4	12
	Perform Grant Cost Accrual accuracy analysis	annual		1	1	1	3

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5.10	Operation/Validation of Interfaces						
	Batch Process EIMS Cost data to DOLAR\$	monthly		12	12	12	36
	Maintain IT systems security and access for DOLAR\$	# of DOLAR\$ access actions		10	12	15	45
	Maintain IT systems security and access for HHS-PMS	# of HHS-PMS access actions		10	12	15	45
	Monitor and evaluate operation of existing financial systems	# of financial systems currently in use		6	6	6	18
	Define adjustments or corrective actions to standard financial or feeder systems	# of adjustments or corrective actions		2	2	2	6
5.11	Prepare and Review Accounting and Financial Reports						
5.11.1	Maintain Excel downloads of DOLAR\$ reports						
	L101 Report	Daily		251	251	251	753
	L602 Report	Daily		251	251	251	753
	P112 Report	Daily		251	251	251	753
	P112A Report	Daily		251	251	251	753
	P113 Report	Daily		251	251	251	753
	P113A Report	Daily		251	251	251	753
	P116 Report	Daily		251	251	251	753
	P117 Report	Daily		251	251	251	753
	P 117A Report	Daily		251	251	251	753
	P 118 Report	Monthly		12	12	12	36
	P120 Report	Daily		251	251	251	753
	PMSI Report	Daily		251	251	251	753

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	PMSO Report	Daily		251	251	251	753
	R108 Report	Daily		251	251	251	753
	D141 Report	Daily		251	251	251	753
	Doc Other	Daily		251	251	251	753
	Doc 172 Now	Daily		251	251	251	753
	PMS Sync Reports	Monthly		12	12	12	36
5.11.2	Prepare and Maintain Special and Ad Hoc Reports						
	Program Master File Analysis	Monthly		12	12	12	36
	FAADS Submission File	Quarterly		4	4	4	12
	Federal Aid to States Report	Annual		1	1	1	3
	General Ledger Account Balance by Footprint Report	Monthly		12	12	12	36
	SF-133 Obligations Report	Monthly		12	12	12	36
	M – Account Report of Open Disbursements from Prior Years	Monthly		12	12	12	36
	Payment Activity Report	Monthly		12	12	12	36
	Accounts Payable and Undelivered Orders with No Activity in 12 Months	Monthly		12	12	12	36
	Required Supplemental Stewardship Information related to Job Corps Deferred Maintenance	Annual		1	1	1	3
5.12	Cash Management Reviews						
	Perform Periodic Cash Management Reviews	# of reviews		12	12	12	36
5.13	Accounting Records Management						
	Scan and log general correspondence	# documents		360	400	450	1,350

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	Maintain Tickler/Action file and track completion of action items	# changes to Tickler/Action file		200	220	250	750
	Prepare accounting related correspondence to include Delinquent Cost and Zero Cost Reports forwarding letters	# of letters/memos prepared		200	220	250	750
	Monitor and archive hardcopy documents and electronic files for all correspondence and workpapers	# of archives of documents		19,000	20,000	21,000	63,000
	Maintain building access log and prepare memo requests for security ID badges	# of security badge memos		12	12	12	36
	Prepare and FAX PMS sub-account request	# of requests		276	300	330	990
	Maintain and update the ETA Policies and Procedures Manual	# manual revisions		24	24	24	72
5.14	General Ledger Review and Analysis						
	Perform random review and analysis of the general ledger for anomalies	# reviews		12	12	12	36
5.15	Cost Accounting Management Module						
	Maintain the ETA Activity Based Cost Model	# updates		0	4	4	12
	Prepare management reports	# reports		0	20	20	60
5.16	Identify and Recommend Improvements						

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	Recommend improvements to policies, procedures, automated systems and internal controls	# of recommendations		24	24	24	72
5.17	Audit Support						
	Provide analysis and support to ETA in drafting responses to requests for information and formal Statements of Fact	# of audit support events	S	70	80	100	300
5.18	Special Projects and Ad Hoc Review and Analysis						
	Provide support to Special Projects and Ad Hoc reviews taking less than a week	# of simple events < 1 week	S	116	120	120	360
	Provide support to Special Projects and Ad Hoc reviews taking 1-2 weeks	# of standard events 1-2 weeks	S	6	6	7	21
	Provide support to Special Projects and Ad Hoc reviews taking more than 2 weeks	# of complex events > 2 weeks	S	7	8	8	24